

Mentor Profile

Name:

Organization:

Work Mailing Address:

E-Mail Address:

Job Title/Series/Grade:

Phone Number:

Supervisor's Name and Phone Number:

EXPERIENCE:

Describe your current job/field of study:

Check any or all that apply:

(Please include the number of years of experience)

Supervisory experience:

Team leadership experience:

Private industry experience:

List other types of work or fields you've had exposure to: (i.e. You are currently an program/management analyst but also bring knowledge from past experience as an inspector/border patrol agent.)

Please highlight any particular qualities you bring to a mentoring partnership:

(Please check any or all that apply)

leadership/supervisory experience

confidante/sounding board

optimistic, positive outlook

political/organizational savvy

committed to helping people grow and development

writing skills

networker

team building/player

listening skills

interpersonal skills

communication skills

public speaking skills

a successful career path

committed to the growth of the organization

Why are you interested in being a mentor?

What are your expectations as a result of a mentoring partnership?

HAVE YOU EVER HAD A MENTOR? ____ HAVE YOU EVER BEEN A MENTOR? ____

Was your career enhanced by mentoring?

☐ **Yes**

☐ **No**

If yes, was it a formal or informal partnership?

☐ **Formal**

☐ **Informal**

DO YOU HAVE THE TIME?

Realistically, how much time can you invest in the mentoring partnership?

☐ **Less than 2 hours per month**

☐ **2 hours per month**

☐ **More than 2 hours per month**

Are you willing to dedicate personal time to this mentoring process? (e.g., lunch with your mentoree.)

☐ **yes**

☐ **No**

☐ **Maybe**

If maybe, under what conditions?

What type of obstacles would stop you from meeting the goals of this mentoring program? (e.g., work load, travel)

If you require special accommodations to participate in the program as a mentor, please specify the specific aid or service, including how often you need the accommodation:

Please attach a one page profile or biography. Be sure to include a brief overview of your job history (including posts of duty), years of experience, areas of expertise, special skills/interests, community activities, etc.

APPLICANT

I have read the mentoring program requirement and understand the expectations and responsibilities of a mentor in the program.

Applicant's Signature:

Date:

SUPERVISOR:

I understand that _____ has applied to participate in the Department of Commerce's Mentoring Program. Please provide any additional comments below:

Supervisor's Signature:

Date:

MENTOR OUTLINE FOR BIOS

Please feel free to use the following questions to build a professional profile/biography:

I have participated in the following DoC teaming efforts:

**I am active or hold a position in the following professional associations:
(Remember to spell out acronyms)**

I am recognized for the following community and professional accomplishments: (i.e. Scout Troop Leader, CFC Coordinator)

My hobbies and interests include:

Example.

Dr. John Doe

Dr. John Doe works for the Office of the Director, serving as the Associate Director for National Export, Expenditure and Wealth Accounts/SES. John has 21 years of federal experience, with 8 as a supervisor. He has also worked as a research economist and research director at the Bureau of Labor Statistics.

Other professional accomplishments include membership in the American Economics Association, American Statistical Association, Econometric Society and Conference for Research In Income and Wealth. He has been published in the Brookings Papers on Economic Activity; Journal of Economic Perspectives; Journal of Econometrics; Review of Economics and Statistics; Journal of Business & Economic Statistics and Monthly Labor Review.

John would like to encourage mentorees to enhance their careers by taking a broad perspective and seeing the role of XYZ within the statistical system used by the economics and statistics communities.